



APPLICATION FOR RESIDENTIAL ACCESSORY STRUCTURE

Please refer to the current Springfield Zoning Ordinance, Section 5-1000, for more information and requirements.

A Site Plan must be submitted with this application.

SITE ADDRESS: _____ Date: _____

Owner:

Name _____

Address _____

City/Zip _____

Phone Number _____

Contractor:

Current Bus Lic # _____

Name _____

Address _____

City/Zip _____

Phone Number _____

(Please list the contact number for the Building Inspector to call with any questions)

➔ An accessory structure that exceeds 100 sq. ft., but is less than 400 sq. ft. does not require piers or a foundation, but does require a Building Permit. The structure must be anchored to the ground to prevent wind uplift (i.e: mobile home screw anchors). Blocks are normally set on the ground and are used to level the structure only. Any structure that exceeds 400 sq. ft. requires piers or footings/foundation – the required frost line is 24 inches deep.

➔ The maximum structure height to the peak for hip or gable roofs is 16 ft; for flat, single slope or mansard roofs the maximum height is 12 ft.

➔ If there is more than one accessory structure on the lot they must be placed at least 2 ft. from each other. A maximum of four accessory structures, regardless of size, are allowed per lot. In Residential Districts the minimum yard requirements are 3 ft. from the rear and side property lines. Number and Size of any **existing** accessory structures: _____ (must be shown on site plan)

REQUIRED INFORMATION

Height to the peak of this accessory structure _____ ft. (Must fill in and be printed on permit)

Dimensions of this accessory structure: (w) _____ X (l) _____ = _____ sq. ft.

1. Lot dimensions: (w) _____ X (l) _____ = _____ total lot sq. ft.

2. Lot sq. ft. _____ X 40% = _____ Maximum total building coverage

3. Max building coverage _____ X 25% = _____ Maximum sq. ft. all accessory coverage*

4. Sq. ft. of residence _____ X .66 = _____ Maximum sq. ft. any single accessory structure*

(*Must use the smaller of #3 or #4 calculations)

Applicant: _____ / _____

Signature

Print Name

(Separate Trades Permits may be required depending on scope of work being done)

Approved by: _____

(BDS Official)

Date: _____

Amount Due: \$ _____ Method of payment: Cash _____ Credit _____ Check# _____

This permit is approved for issuance based on the information provided above by the applicant.

SAMPLE SITE PLAN FOR AN ACCESSORY STRUCTURE IN RESIDENTIAL SINGLE FAMILY AREA

An accessory structure less than 100 sq. ft. does not require a Building Permit.

Complete the “Residential Accessory Structure Calculation/Criteria Worksheet”, along with a site plan. (Accessory building site plan does not have to be drawn to scale). Show any existing accessory structures. A maximum of four accessory structures are allowed per lot.

Minimum set back is 3 ft. from rear and side property lines.

Must be located at least 5 ft. from the residence or have a 1-hour firewall (R302.1). If there is more than one accessory structure on the lot they must be placed at least 2 ft. from each other.

